

10 APR 1970

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : National Civil Service League Career Service
Award — Mr. Lawrence R. Houston

1. I want to request your assistance in publicizing and encouraging attendance at the dinner honoring Lawrence R. Houston on 8 May 1970.

2. While the National Civil Service League (NCSL) has not established quotas for the respective agencies, it has urged that a sincere effort be made to insure a meaningful turn-out. I would appreciate your taking it up with the components in the Office of the Director.

3. The basic facts are:

a. A dinner honoring the winners of the NCSL Career Service Award will take place at 7:30 p.m. Friday, 8 May 1970, at the Washington Hilton Hotel.

b. The dinner will be preceded by a reception and cash bar at 6:30 p.m.

c. The cost for government employees and their family members is \$15 per ticket. Non-government persons will be charged \$25 per ticket.

d. Reservations may be made for individual seating as well as tables for ten. Internal deadline for reservations is 23 April 1970.

e. Dress for the occasion is semi-formal — business suits for the men, cocktail dresses for the women.

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4. It is further requested that you select an individual who will be responsible for coordinating ticket reservations and payments for the Office of the Director with [redacted] Chief, Benefits and Services Division, Office of Personnel. We will need your representative's name by 13 April 1970 at which time [redacted] will discuss with him the various procedures to be followed.

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Robert S. Wattles
Director of Personnel